

# Instructions for Submitting Your Application for Examination Non-Standard Testing Forms and Character & Fitness Questionnaire

The following pages contain a Checklist, Schedule of Fees, your Application, Non-Standard Testing, and Character & Fitness Questionnaire forms required to apply to the Virginia Board of Bar Examiners.

The Checklist was compiled from your online answers. All items should be submitted according to the directions and order listed on the Checklist.

Applicants have a continuing duty to inform the Board in writing of any change that would modify any of your responses. An [Amendment/Update to My Application and/or Character & Fitness Form](#) is available on the Board's website.

## ACKNOWLEDGEMENT OF AMENDMENT/UPDATE

I understand that until I am licensed, admitted and registered as a member of the Virginia State Bar, I have a continuing duty to report immediately any change to my personal, educational or professional status, including anything that would modify any of the responses on my Application or Character & Fitness forms submitted to the Virginia Board of Bar Examiners. \_\_\_\_\_ (Initial Here)

**VIRGINIA BOARD OF BAR EXAMINERS****Office of the Secretary****2201 West Broad Street****Suite 101****Richmond, Virginia 23220-2022****804-367-0412****CHECKLIST****SSN - 999-99-9999**  
**SSN Last 4 - 9999**  
**NCBE - 12345678**  
**NST – YES**

Processor:

OFFICE USE ONLY

Version 3.4 - Submitted September 16, 2015

**RECEIPT OF APPLICATION**

Due to confidentiality limitations, the Board will not confirm receipt of an application over the phone. To ensure we have received your application, send it on or before the Statutory Filing Deadline using a delivery method that you can track, or you may include a self-addressed stamped envelope or postcard, which we will date-stamp and return to you.

**STATUTORY FILING DEADLINE**

See § 54.1-3925 of the Code of Virginia. If your application is not actually **received** in the Secretary's office by the filing deadline (May 10 for the July exam; December 15 for the February exam) it may be deemed to be timely filed only if it has been transmitted expense prepaid to the Office of the Secretary of the Board by **Priority, Express, Registered or Certified** mail via the United States Postal Service, or by a third party commercial carrier for **Next-Day Delivery** AND the **official receipt** therefor issued by the United States Postal Service or by such third party commercial carrier, which shall be exhibited on demand of the Secretary, shows such transmission or mailing to the Secretary's office on or before the prescribed deadline.

**Priority, Express, Registered or Certified** mail via the United States Postal Service or **Next-Day Delivery** by a third party commercial carrier are the **ONLY** methods of transmission or mailing authorized by the statute. Thus, an application sent by any other form of mail, such as First Class mail, **CANNOT** be accepted if it is received after the filing deadline, even if it is postmarked before.

Based upon your answers, your required forms and documents are listed below.

Please use this list to check off and verify that you are providing all the required information.

Please assemble the forms and additional documentation in the order prescribed on this Checklist.

**SUBMISSION INSTRUCTIONS**

\_\_\_\_\_ Submission Instructions - Initialed

**CHECKLIST**

\_\_\_\_\_ Submit all documents in order listed. (Including Checklist)

**FEES**

\_\_\_\_\_ Schedule of Fees.

\_\_\_\_\_ **\$800.00 - Certified Check, Cashier's Check or Money Order ONLY**, payable to "Virginia Board of Bar Examiners." **One check is acceptable.** A **\$50.00 Incorrect Payment Fee** will be charged for personal checks, business checks, or incorrect fee amount.

**FINGERPRINT CARD**

\_\_\_\_\_ One set of fingerprints. (Personal history completed.)

**CONCURRENT TRANSFER**

\_\_\_\_\_ Concurrent Score Transfer Form for **New Jersey**, including fee of \$50.00 - **Certified Check, Cashier's Check or Money Order ONLY**, payable to "Virginia Board of Bar Examiners."

**NCBE NUMBER CONFIRMATION**

\_\_\_\_\_ Copy of your NCBE Number confirmation printout.

**APPLICATION**

\_\_\_\_\_ Original Application Form

\_\_\_\_\_ Signed and notarized

\_\_\_\_\_ Two ORIGINAL, IDENTICAL passport-style photographs glued or taped to the photo squares on the Exam Identification Photos page of the Application Form. Photos must be actual photos, not printed on plain paper.

**ATTACHMENTS - APPLICATION**

\_\_\_\_\_ Legible copy of the Photo ID you will use for admittance to the exam.

\_\_\_\_\_ Certificate of Graduation from **Brooklyn Law School**.

\_\_\_\_\_ Original Certificate of Good Standing from the jurisdictions, **Massachusetts** and **New York**. Such certificate must be an original document and dated/issued within 90 days of the filing deadline.

\_\_\_\_\_ Pending in **New Jersey**. You must submit an original Certificate of Good Standing upon admission or a statement, issued 30-days post exam, updating the status of your application and character & fitness investigation.

\_\_\_\_\_ An ORIGINAL Multistate Professional Responsibility Examination (MPRE) "Examinee's Report of Scores" from the National Conference of Bar Examiners.

**NON-STANDARD TESTING FORMS**

- \_\_\_\_\_ Petition for Non-Standard Testing
- \_\_\_\_\_ Signed and notarized
- \_\_\_\_\_ Attach Chart A for your Orthopedic disability - **Enlarged Vertebrae**.
- \_\_\_\_\_ Attach Chart A for your Learning disability - **Dyslexia**.
- \_\_\_\_\_ Attach Chart A for your ADD/ADHD disability.
- \_\_\_\_\_ Attach Chart A for your Psychological disability - **Bipolar**.
- \_\_\_\_\_ Form B - Medical Disability Verification Form completed and signed by your healthcare professional for your Orthopedic disability - **Enlarged Vertebrae**.
- \_\_\_\_\_ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- \_\_\_\_\_ Form C - Learning Disability Verification Form completed and signed by your healthcare professional.
- \_\_\_\_\_ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- \_\_\_\_\_ Form D - Attention Deficit Hyperactivity Disorder (ADHD) Verification Form completed and signed by your healthcare professional.
- \_\_\_\_\_ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- \_\_\_\_\_ Form E - Psychological Disability Verification Form completed and signed by your healthcare professional.
- \_\_\_\_\_ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- \_\_\_\_\_ Form F - Law School Official Form completed and signed by a law school official.
- \_\_\_\_\_ Form G - Statement of Bar Admissions Accommodations Form completed and signed by a bar admission official.

**ATTACHMENTS – NON-STANDARD TESTING FORMS**

- \_\_\_\_\_ Attach copies of your undergraduate, postgraduate and law school transcripts. These documents must be provided before the Board can consider your Petition.
- \_\_\_\_\_ Attach a copy of the official score report for the following:
- | Exam       | Location           | When     |
|------------|--------------------|----------|
| _____ LSAT | Brooklyn, New York | Jan 2008 |
| _____ MPRE | Brooklyn, New York | Jan 2008 |
| _____ SAT  | Richmond, VA       | Oct 2002 |
| _____ SAT  | Richmond, VA       | Jun 2002 |
- \_\_\_\_\_ Attach a copy of the official notice of approved accommodations GRANTED to you for the following:
- | Exam       | Location           | When     |
|------------|--------------------|----------|
| _____ LSAT | Brooklyn, New York | Jan 2008 |
| _____ MPRE | Brooklyn, New York | Jan 2008 |
| _____ SAT  | Richmond, VA       | Oct 2002 |

**CHARACTER & FITNESS QUESTIONNAIRE (CFQ)**

- \_\_\_\_\_ Original Character & Fitness Questionnaire
- \_\_\_\_\_ Read and initial acknowledgement on the bottom of page 1 of the CFQ.
- \_\_\_\_\_ Section 18 of CFQ - Character & Fitness Healthcare Form - Completed by the following licensed healthcare professional(s).
  - Dr, Hunt**
  - Dr. Stealth**
- \_\_\_\_\_ Section 20 of CFQ – Handwriting Sample - completed in your own handwriting.
- \_\_\_\_\_ Two (2) Original Authorization and Release Forms (last 2 pages of the CFQ) both with original signature and notarization.

**ATTACHMENTS - CHARACTER & FITNESS QUESTIONNAIRE (CFQ)**

- \_\_\_\_\_ Copy of your **Divorce Decree** verifying **Jane Smith Doe** as your **FULL LEGAL NAME**.
- \_\_\_\_\_ Affidavit of Immigration Status
  - \_\_\_\_\_ Signed and notarized.
  - \_\_\_\_\_ Copy of Valid **B-1** Immigration Visa.
  - \_\_\_\_\_ Copy of Current Valid Passport.
  - \_\_\_\_\_ Copy of Current I-94 Arrival and Departure Record.
  - \_\_\_\_\_ Copy of Front and Back of Employment Authorization Card.
  - \_\_\_\_\_ Copy of Front and Back of my Social Security Card.
- \_\_\_\_\_ Driving record from **VA**, currently licensed state, (dated no more than sixty (60) days prior to submitting this CFQ).
- \_\_\_\_\_ Driving record from **NY**, previously licensed state, (dated no more than sixty (60) days prior to submitting this CFQ).
- \_\_\_\_\_ Copy of the NGB Form 22 (Report of Separation and Record of Service), or NGB Form 23 (Retirement Points Accounting), or it's equivalent. For the following:
  - Army National Guard (June 10, 2006 - July 14, 2015)**
- \_\_\_\_\_ Statement of service signed by an official of your unit or headquarters which identifies your current active duty. For the following:
  - Army National Guard - Active Duty (January 1, 1991 - Present)**
- \_\_\_\_\_ Copy of the original warrant of arrest, indictment and all final sentencing orders for the following Criminal and Quasi-Criminal Court Proceedings:
  - Possession of Marijuana with Intent to Distribute: April 2008**
- \_\_\_\_\_ Current FULL Credit Report (dated no more than 60 days prior to submitting this CFQ; obtained from **Experian, Equifax OR TransUnion ONLY**. Credit summary or profiles are NOT acceptable.)
- \_\_\_\_\_ Copy of the court order regarding revoked credit card (if applicable).
- \_\_\_\_\_ Copy of the court order regarding debts 90 days past due (if applicable).
- \_\_\_\_\_ Copy of your bankruptcy petition, including a copy of all schedules and all orders entered in the case.
- \_\_\_\_\_ Current documentation from your lender or servicer showing the status of each defaulted student loan.

**MISCELLANEOUS****PRINT SINGLE SIDED ONLY**

Please use **Binder Clips ONLY** to bind your application materials. **DO NOT** staple, use label tabs, or three-hole punch your application materials.

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**VIRGINIA BOARD OF BAR EXAMINERS**

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2201 West Broad Street  
Suite 101  
Richmond, Virginia 23220-2022  
804-367-0412

**SCHEDULE OF FEES**

NST – YES

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Application Type	Application Fee	Character & Fitness Fee	Total Fee
New Applicant	\$375.00	\$425.00	\$800.00
Total Fees Due			\$800.00

One check is acceptable, payable to "Virginia Board of Bar Examiners."

All fees must be paid by Certified Check, Cashier's Check, or Money Order ONLY (NO personal or company checks will be accepted). A \$50.00 Incorrect Payment Fee will be charged for personal checks, business checks, or incorrect fee amount. All fees are nonrefundable.

DO NOT WRITE BELOW THIS LINE  
For Office Use Only

Jane Smith Doe  
123 Happy Street  
APT 155  
Richmond, VA 23220

OFFICE USE ONLY	
Incorrect Payment Fee	\$50.00
Total Due	